

7/26/10 (18)

**Christine Joyce**

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**From:** John Murray  
**Sent:** Tuesday, July 20, 2010 5:02 PM  
**To:** Manager Department  
**Subject:** FW: Design Review Board charter - revisions

~~To be added to consent~~

**From:** Janet K Adachi [mailto:jkajeg@msn.com]  
**Sent:** Tuesday, July 20, 2010 5:00 PM  
**To:** Lauren Rosenzweig Morton; Mike Gowing; Terra Friedrichs; Pam Harting-Barrat  
**Cc:** John Murray  
**Subject:** Design Review Board charter - revisions

Hi,

The charter may not end up on the agenda for the meeting next Monday, but I thought I forward the following for your review regardless:

- 1) "redlined" version, reflecting my (red) and John Murray's (blue) suggestions
- 2) clean version of the charter incorporating John's and my changes.

Thanks. Janet

7/21/2010



## DESIGN REVIEW BOARD CHARTER

February 26, 2007  
July , 2010 revised

### Purpose

The mission of the Design Review Board (DRB) is to promote attractive pedestrian-friendly development in Acton that furthers the goals and objectives identified in the Town Master Plan and other comprehensive planning reports, and enhances the overall quality of life for Acton residents. The DRB serves the Board of Selectmen in an advisory capacity regarding proposed commercial development and may, at the request of other Town Boards, provide design guidance on certain non-commercial development within the jurisdiction of the other Town Boards.

### Projects for Which Design Review Is Available

The DRB may provide design guidance as follows:

- (1) At the request of the Board of Selectmen as to a proposed commercial development or municipal project;
- (2) At the request of another Town Board as to a proposed non-commercial development that is within the jurisdiction of the Board requesting such guidance; no proposed residential development encompassing fewer than four residential units shall be subject to DRB review.

### Design Review Guidelines

The DRB publishes Design Review Guidelines, subject to the Board of Selectmen's approval, that are the basis for its review of proposed development projects. The Design Review Guidelines, in turn, draw upon and reflect the goals and objectives in the Town Master Plan and other comprehensive planning reports.

The DRB's Design Review Guidelines for Commercial Development *[and Non-Commercial Development]* are posted on the Town website ([www.acton-ma.gov](http://www.acton-ma.gov)). *[JKA Note: The "Design Review Guidelines" document on the website is the Powerpoint presentation to the Selectmen in 2005, as updated in 2009, and not true guidelines. Before the DRB may review projects beyond commercial projects, it should have in place, with the BOS's approval, some form of guidelines applicable to non-commercial projects, whether a separate set of guidelines or an expanded and re-named version of the commercial development guidelines].* The DRB aims to work with project Applicants to achieve results beneficial to both Applicant and Town. The Guidelines do not rigidly prescribe certain styles of architecture or other design details, but suggest ways for development to be contextually sensitive, respecting the Town's unique past and historic building traditions while at the same time being open to all styles of design and architecture. The DRB shall make copies of the Design Review Guidelines available to Town departments and Boards for distribution to Applicants and potential Applicants.

## **Membership**

The DRB shall have eight members, consisting of five voting Members, two Associate Members and one Alternate Member, all appointed by the Board of Selectmen. Members shall serve staggered three-year terms; Associate Members and the Alternate Member shall serve one-year terms. The DRB members shall include

- Two Planning Board members,, one of whom will serve as the Alternate
- A local businessperson/commercial property owner
- Five Acton residents representing diverse professional backgrounds or general interests in the following areas:

Architecture or Planning  
Real Estate Development  
Landscape Architecture and Design  
Interior Design  
Graphic Design  
Civil Engineering  
Land Use Law  
Building/Construction

The DRB shall elect annually a Chairperson, Vice-Chairperson, and Clerk.

## **Meetings**

The DRB shall meet on a regular basis twice a month. All DRB meetings shall be open to the public.

## **Project Review Procedure**

Upon referral to the DRB of a development proposal, the DRB shall invite the Applicant to appear before the DRB at a regularly scheduled DRB meeting convenient for the Applicant, to present drawings and renderings of the project as well as photographs showing the existing conditions and context. While, the Board of Selectmen and other Boards encourage developers to meet with the DRB because it may lead to expedited official reviews, this process is voluntary. The DRB encourages Applicants who are willing to meet with the DRB to do so as early as possible in the development process.

During an Applicant presentation, DRB members shall make suggestions regarding the design of the project with reference to the Design Review Guidelines and, if appropriate, the Town of Acton Master Plan and other comprehensive planning reports. If the Applicant agrees, the DRB may schedule additional review meetings. The DRB shall communicate regularly with the referring Board throughout the review process, and conclude its review in accordance with any deadline that the referring Board may set for the DRB's review.

Upon completion of its review of a project proposal, the DRB shall prepare an advisory opinion, summarizing its review of and comments about the project, and forward the advisory opinion to the referring Board, the Applicant, and the Town website manager for posting on the Town website.

## **Administrative Provisions**

Advisory opinions of the DRB shall be consistent with the intent and purpose of the Design Review Guidelines and Town of Acton Master Plan and other comprehensive planning reports. The DRB may periodically revise and amend the Design Review Guidelines, subject to Board of Selectmen approval.

The DRB shall comply with all applicable Town bylaws and State laws, including the requirements of the Massachusetts Open Meeting Law, . .

The DRB Chair shall keep the assigned Board of Selectmen Liaison apprised of the DRB's activities.



## DESIGN REVIEW BOARD CHARTER

February 26, 2007  
July 2010 revised

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### Purpose

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¶ The Design Review Board, or designated members, shall be available to meet informally with applicants or potential applicants. The Design Review Guidelines shall be posted on the Town's website. Copies of the Design Rev ... [8]

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The Design Review Board shall elect annually from their membership a Chairperson, Vice-Chairperson, and Clerk. The Board shall be responsible for all administrative tasks associated with their duties and not rely on support from Town staff.

The Design Review Board

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